

# RESEARCH AND POLICY ANALYST

## Milwaukee Fire and Police Commission

The eligible list resulting from this examination may be used to fill other similar positions.

**THE PURPOSE** of this position is to conduct extensive and in depth research and analysis of various public safety issues and to provide guidance and advice to the Executive Director, the Board of Fire and Police Commissioners, and the Fire and Police Chiefs regarding findings and recommendations.

**ESSENTIAL FUNCTIONS** include:

- 50% Conduct extensive and in depth research and analysis of various public safety issues such as crime data, fire suppression, personnel deployment and budget and resource allocation. Review and analyze rules, regulations, policies and procedures of the Milwaukee Fire and Police Departments and of other public safety departments in the country. Recognize and identify trends in public safety operations. Provide guidance and advice to the Executive Director, the Board of Fire and Police Commissioners, and the Fire and Police Chiefs regarding findings and recommendations. Provide guidance to Fire and Police Department personnel regarding data gathering and analysis.
- 10% Prepare analyses, summaries and reports on short notice in response to critical events and issues. Provide information for periodic reports such as the annual City of Milwaukee Public Safety Report and the Fire and Police Commission Annual Report.
- 25% Review and analyze public safety data, including Fire Department monthly activity statistics, Police Department Uniform Crime Reports, quarterly staffing statistics and annual discipline and complaint statistics and report conclusions to the Executive Director, the Board, the Police and Fire Departments and the public.
- 10% Maintain and provide data for the Fire and Police Commission web site in coordination with the City web master; maintain contact with professional organizations related to research and safety; and perform general office duties as needed.
- 5% Respond to telephone, written or email requests for information from other City Departments, external agencies, public officials, and the general public, and, when appropriate, prepare written responses for signature by the Executive Director.

***Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.***

**MINIMUM REQUIREMENTS:**

1. Master's Degree in Public Administration, Public Policy, Urban Studies, Urban Affairs, Economics or related fields from an accredited college or university and one year of professional experience or an internship performing research duties similar to those listed in the Essential Functions above.

**OR**

Bachelor's Degree in the above areas and two years of experience performing research duties similar to those in the Essential Functions above.

*Equivalent combinations of education and experience may also be considered.*

2. Residency in the City of Milwaukee within six months of appointment and throughout employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Excellent oral and written communication skills, including the abilities to make effective oral presentations and to prepare effective written reports and other communications.
- Exceptional ability to research and analyze complex issues.
- Knowledge of and ability to apply advanced statistical procedures to data; ability to translate statistical data into clear, concise and understandable written reports and graphical representations.
- Computer proficiency including the abilities to use Microsoft Word, Excel, PowerPoint, spreadsheet and statistical software (including SPSS), perform database queries and effectively web search.
- Ability to communicate and establish effective working relationships with a variety of individuals, including the public, elected officials, public safety personnel at all levels, Commissioners, and co-workers.
- Established work habits of initiative, independent judgment and creativity.

**THE CURRENT SALARY RANGE (05)** is: \$47,109 to \$65,957 annually with excellent benefits. Recruitment is normally at the beginning of the range.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation, written, oral or performance tests or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to the oral and performance examination. The oral examination may include a written exercise. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **January 20, 2012**. Receipt of applications may be discontinued any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.

Applications and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI 53202, online at [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling (414)286-3751.